



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
FORT SILL, OKLAHOMA 73503

REPLY TO
ATTENTION OF

IMSI-HR

DEC 11 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: The Total Army Sponsorship Program, CG Policy Memo 12-11

1. Reference. AR 600-8-8, The Total Army Sponsorship Program, 4 April 2006.
2. Purpose. This memorandum provides policy guidance regarding the Fort Sill Sponsorship Program.
3. Applicability. This policy applies to all personnel assigned to Fort Sill, OK.
4. Policy.

a. The Total Army Sponsorship Program is a Commander's program and is an essential part of helping Soldiers, civilians, and Families adjust to their new work environment and the surrounding community. Sponsorship is more than transmitting needed information. A properly managed program can resolve potential problems which otherwise may cause hardships for new arrivals. Additionally, a well administered program will assist commanders and leaders in ensuring newly assigned Soldiers understand Fort Sill's commitment to their well beings. Commanders and leaders must understand that sponsorship is a "people program" which requires strong chain of command support. Fulfilling personal needs initially will enable new Soldiers to better commit themselves to the combat readiness of Fort Sill and our Army. Effective sponsorship is also an important part of an individual's first impression of our organization. To that end, commanders will ensure every Soldier, civilian, and their Families are assigned a sponsor in accordance with AR 600-8-8.

b. To ensure the success of this program, commanders at all levels will:

- (1) Appoint a Sponsorship Program Manager to coordinate and monitor sponsorship in their unit.
- (2) Ensure the Sponsorship Program Manager completes sponsorship training.
- (3) Ensure all inbound Soldiers, civilians, and Families receive a sponsorship letter, welcome packets, and the links to unit and installation websites as soon as they appear on the unit's gains roster.
- (4) Assign a sponsor to all inbound personnel and their Families.

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(5) Take a proactive approach to gaining and sharing background information on incoming and outgoing Soldiers (i.e. high-risk behaviors) requiring immediate attention upon their arrival at their new duty station.

(6) Ensure procedures are established to monitor and track both the quality and participation rate of sponsorship in your organization.

(7) Ensure sponsors and new arrivals have adequate time away from assigned duties to complete all required in-processing.

(8) Ensure all SFC/2LT/WO1, and below attend "Start Right" conducted every Tuesday at the Graham Resiliency Training Campus. Sponsors are required to accompany new arrivals to their initial in-processing at Bldg 4700 and to "Start Right" on Tuesdays.

(9) Provide sponsors and unit Sponsorship Program Managers with adequate resources to accomplish sponsorship duties.

(10) Ensure Families are integrated into the unit and community through the use of Family readiness groups and other community resources. Family members are highly encouraged to attend "Start Right" with the Soldier.

c. For permanent party Soldiers and Families departing Fort Sill:

(1) Commanders at all levels will assign an outbound sponsor to ensure Permanent Party Soldiers that PCS from Fort Sill makes contact with his or her sponsor prior to departing.

(2) The outbound sponsor's responsibilities end only after he/she makes a warm handoff to the gaining unit's sponsor. This may require losing commanders to contact gaining commanders if necessary.

(3) The Military Personnel Division will process a DA Form 5434 on all Soldiers at their levy briefing IAW AR 600-8-8. Installation Clearance Papers will include sponsor contact information and date contact was made.

(4) Reassignment orders will not be issued until a sponsor from the gaining organization has been identified.

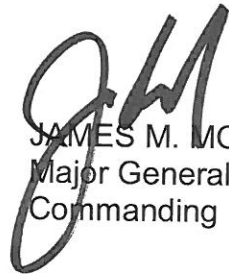
d. The Fort Sill Garrison Director of Human Resources will monitor unit sponsorship programs across the installation to validate compliance with this policy.

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5. This CG Policy Memorandum supersedes CG Policy Memorandum, IMWE-SIL-HR, 16 June 2009, subject: The Total Army Sponsorship Program, CG Policy Memo 10-05.

6. Point of contact is the Directorate of Human Resources, 442-0145/0146.



JAMES M. MCDONALD
Major General, USA
Commanding

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